

Date: May 15, 2001

In reply refer to: Ethics 5/01

Subject: Reminder on Teaching, Speaking, and Writing Activities

To: OCFO Employees

This is a reminder that all Executive Branch employees are subject to guidelines regarding “teaching, speaking and writing activities.” In accordance with Title 5 Code of Federal Regulations 2635.807, Federal employees generally may not receive compensation from any source other than the Government for activities that relate to official duties. Teaching, speaking or writing activities are defined as an official duty by the following criteria if:

- A. The activity is undertaken as part of the employee’s official duties;
- B. The circumstances indicate that the invitation to engage in the activity is extended to the employee primarily because of their official position rather than their expertise on a particular subject matter;
- C. The invitation to engage in the activity or the offer of compensation is extended to the employee, directly or indirectly, by a person who’s interests may be affected substantially by the performance or nonperformance of an employee’s official duties;
- D. The information that is conveyed through the activity draws substantially on ideas or official data that is nonpublic information, or;
- E. The subject of the activity deals in significant part with:
 - 1. any matter that the employee is presently assigned to, or had been assigned to during the previous one-year period;
 - 2. any ongoing or announced policy, program or operation of the agency, or;
 - 3. any non-career employee as defined in Title 5 C.F.R.2636.303(a), whose assignments significantly impact the programs and operations of the National Finance Center.

Exception for teaching certain courses: With agency approval, employees may accept compensation for teaching a course requiring multiple presentations by the employee if the course is offered as part of:

- A. The regularly established curriculum of an educational institution.
- B. An educational program, training sponsored and funded by the Federal Government, or by a State or Local Government which is not offered by an entity described in part (a).
Acceptance of travel expenses: Although employees may not accept compensation in

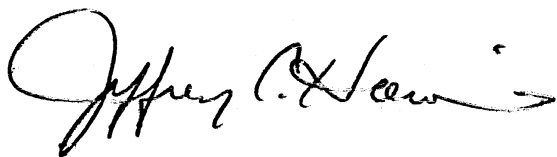
connection with teaching, speaking or writing activities that relate to their official duties, they may in such cases accept travel expenses paid for by a non-Federal source if:

- A. They are in positions equivalent to or below a GS-15; or
- B. They are career employees of the Senior Executive Service

Reference to official position/title: Employees who are engaged in teaching, speaking or writing as outside employment; or as an outside activity may not use or permit the use of their official title or position to identify themselves in connection with promotions of any book, seminar, course, program or similar undertaking, except that:

- A. An employee may include or permit the inclusion of their title or position as one of several biographical details given to identify themselves in connection with their teaching, speaking or writing activities, provided that their title or position is given no more prominence than other significant biographical details;
- B. An employee may use, or permit the use of, their title or position in connection with an article published in a scientific or professional journal, provided that the title or position is accompanied by a reasonably prominent disclaimer satisfactory to the agency stating that the views expressed in the article do not necessarily represent the views of the National Finance Center or the United States Government; and
- C. An employee who is ordinarily addressed as "The Honorable," or an employee that possesses a military or ambassadorial rank may use or permit the use of that term in connection with their teaching, speaking or writing activities.

Please remember that this memorandum only provides general policy information on the rules governing teaching, speaking and writing activities. If you have questions, please consult with your supervisor. Supervisors, with questions, should contact the Ethics Advisor, Linda Simmons, at Extension 5580.



Jeffrey Houin, Acting Chief
Human Resources Management Staff